

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL
HELD JULY 14TH, 2025 AT THE STAVELY TOWN OFFICE.**

COUNCIL PRESENT: Mayor: Gentry Hall Councilors: Ramona Whittingham, Janice Binmore, Don Norby, Tim Martin, Dale Gugala and Michael Varey.

STAFF PRESENT: CAO-Dacia Sundquist, TOWN FOREMAN-Jim Watson

TOWN RESIDENT(S): Bob Elliot

ABSENT:

Mayor Hall called the meeting to order at 6:58 p.m.

AGENDA Moved by Councilor Martin that the agenda be accepted as presented with additions to Correspondence.
MOTION #25-148 **MOTION CARRIED**

CONFIRMATION OF MINUTES Council reviewed the minutes of the June 23rd, 2025, regular council meeting.
Moved by Councilor Norby to adopt the minutes as presented.
MOTION #25-149 **MOTION CARRIED**

DELEGATIONS
No Delegations

NEW BUSINESS
RFD-2025-48 Upon suggestion of the Town of Stavely’s Auditor, Darryl Scase, the CAO would like for Town Council to review the NDA accounts and consider consolidation. Councilor Binmore moved to consolidate the accounts shown on the 90 day renewal date of September 25th, 2025.
CONSOLIDATION OF NDA ACCOUNTS
MOTION #25-150 **MOTION CARRIED**

RFD-2025-49 Upon suggestion of the Town of Stavely’s Auditor, Darryl Scase, the CAO would like for Town Council to review moving funds from Unrestricted to Restricted. Councilor Martin moved to transfer \$60,307.18 of Unrestricted funds to Restricted.
RESERVE UPDATES
MOTION #25-151 **MOTION CARRIED**

RFD-2025-50 The Town of Stavely must implement Lockout/Tagout procedures as per OH&S. Councilor Whittingham moved to adopt Policy 04-16 – Lockout/Tagout Procedures.
POLICY 04-16 LOCKOUT/TAGOUT PROCEDURES
MOTION #25-152 **MOTION CARRIED**

RFD-2025-51 The Town of Stavely must pass a Capital Budget annually for each calendar year. An incorrect carryover of MSI funds was presented upon the last capital budget resolution. Councilor Gugala moved to adopt the 2025 Capital Budget as presented.
2025 CAPITAL BUDGET – REVISED
MOTION #25-153 **MOTION CARRIED**

REPORTS

Mayor Hall – Nothing to report.
Clr. Whittingham – Nothing to report.
Clr. Norby – Cassie, the new Manager, has started at the Landfill.
Clr. Varey – Attended Stavely Golden Age meeting – nothing to report.
Clr. Binmore – Nothing to report.




Clr. Gugala – Nothing to report.

Clr. Martin – Attended Ag Society Meeting – July 26th Wrestling at the Stavely Arena.

Foreman Watson –

Update on projects / equipment / operations:

- Projects that are completed:
- Recently pavement crack filling companies have been working in town. Volker Stevin worked on 50th Street, 52nd Street, and main street using their traditional method of filling in pavement cracks. We also had Spray Pro in town working on some other areas. Their process is different from the traditional method. The area of pavement worked on is built up with hot tar and small gravel that adheres to the pavement. We will monitor how this process stands up over the next few months.
- **Upcoming or Continuing:**
- MPE is still working with our water plant SCADA system. There are still some trouble areas that the programmer is trying to figure out and correct.
- Personnel have been working out at the lagoon with misc. chores which includes burning the tree pile.
- Shop maintenance chores have included repairing the sickle mower, so that tall grass will be cut down at the lagoon, and in some ditches.
- The crew was in the new garbage truck picking up some garbage recently, just getting familiar with the truck. Some work will be completed at the welding shop soon, so that we can bring it into full service.

CAO Sundquist –

Attended:

- No meetings or events

Ongoing:

- Cemetery GIS records online link received today-will be active on our website tomorrow
- Setting up EFT for the Town of Stavely-by August all payments should be payable by EFT
- All phones to VOIP phones-(you can now fax to phone # line)
- OH&S list at Town Office & Town Shop-all orders complete
- Development of ESS Plan with MD of Willow Creek
- 2 new houses in- Canyon Court & Coulee Trail
- Bylaw continues to regularly visit residences issuing unsightly orders
- Mandatory Core Infrastructure Survey with Jim
- Exploring an "Alternative Work Hours" Policy with PW

Completed:

- 2025 Tax Notices & Assessments are printed and mailed.
- Cemetery GIS records online link received today-will be active on our website tomorrow
- OH&S list at Town Office & Town Shop-all orders complete
- Tax Rate Bylaw submitted to MA
- Remedial Order Invoices are all submitted. Total was approximately \$25,000
- YTD Payroll Reconciliation
- YTD Grant Reconciliation=\$300K in 2025
- Repayment of bottle theft reported to RCMP on June 25th
- Repayment of hanging basket stolen from above stop sign across the street
- Bylaw chased BRINKS Home Security out of Town after they refused to pay the \$150 fee
- 2025 Capital items are all submitted for CCBF, MSI Capital & LGFF

Upcoming:

- Community Standards-amendment to wording
- Secure Elections workers
- Fire Bylaw-working with MD to update
- Meeting with the new Minister of Municipal Affairs in Ft. MacLeod-July 24th

Handwritten initials: D8

CORRESPONDENCE

- Invite to Coaldale Summer Fest – Weekend of Aug 9th, 2025
- Invite to Claresholm Fair Days – Aug 10th, 2025
- Tax Rate Comparison
- Canadian Postmasters & Assistants Association – For Awareness
- Invite to Meet with MA Minister

Councilor Whittingham, Norby and Mayor Hall moved to accept the invitation to meet with MA.

MOTION #25-154

MOTION CARRIED

Councilor Gugala moved to adopt the correspondence for information.

MOTION #25-155

MOTION CARRIED

BYLAWS/POLICIES

No Bylaws.

FINANCIAL

A/P

Moved by Councillor Norby to pay cheques 20250385-20250450 in the amount of \$163,068.09.

MOTION #25-156

MOTION CARRIED

CONFIDENTIAL

No Confidential Items.

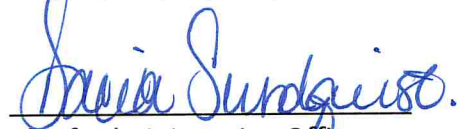
ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 7:46pm.

TOWN OF STAVELY



Mayor / Deputy Mayor



Chief Administrative Officer

